XXXX XXXXXXX PRIVATE LIMITED *Company Name*

CIN: XXXXXXXXXXXXXXXXXXXXX · Registered Office: XXXX XXXXXXX, XXXXXX - XXXXXX · Email: XXXX@XXXX.XXX

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS HELD ON XX.XX.XXXX AT XX:XX XX

Resignation of Mr / Ms XXXX XXXXXXX, Director

"RESOLVED THAT pursuant to section 168 and other applicable provisions of the Companies Act, 2013 and the rules made under it, the Board takes note of the resignation of Mr / Ms XXXX XXXXXXX *name* (DIN: XXXXXXXX), XXXX XXXXXXX *designation*, from the directorship of the Company by letter dated XX.XX.XXXX, received by the Company on XX.XX.XXXX, with effect from XX.XX.XXXX *the date of receipt or the later date stated in the letter*.

RESOLVED FURTHER THAT the Board places on record its appreciation of the services rendered by Mr / Ms XXXX XXXXXXX during his / her tenure.

RESOLVED FURTHER THAT Mr / Ms XXXX XXXXXXX, Director (DIN: XXXXXXXX), be and is hereby authorised to file Form DIR-12 with the Registrar of Companies, to update the register of directors and key managerial personnel, to inform the bank and other authorities, and to do all acts necessary to give effect to this resolution."

Certified true copy · For **XXXX XXXXXXX PRIVATE LIMITED**

(Signature)

XXXX XXXXXXX - Director, DIN: XXXXXXXX · Place: XXXXXX · Date: XX.XX.XXXX